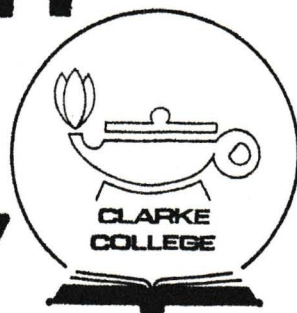


FACULTY AND STAFF GUIDE 1976-77



CLARKE COLLEGE

THE MISSISSIPPI BAPTIST JUNIOR COLLEGE

NEWTON, MISSISSIPPI

During the stressful era of the early depression years the Convention, facing severe financial strain, discontinued its support and voted to close the College. There was such need, however, for its unique service that the school continue to operate privately under a lease arrangement for fifteen years. Leasing the property and serving as President during this period were A. A. Roebuck, S. L. Stringer, C. Z. Holland, W. L. McMullan, Freeman S. May, J. L. Boyd and W. E. Greene.

Dr. William Earl Greene, who served as President from 1944-1954, showed strong leadership during the latter part of this period. By 1945 enrolment had increased and some of the financial burdens had been mitigated. That same year the Convention voted unanimously to accept Clarke Memorial College back into the Convention.

The growth of the College continued under the leadership of Dr. Greene. New buildings were constructed, financial support was increased, and in 1952 the College was accepted as a member of the Southern Association of Colleges and Secondary Schools, thus attaining full accreditation.

The longest administration in the history of the school began when Dr. William Lowrey Compere became President on January 1, 1955. Under his leadership, the College has continued to enlarge the endowment, its facilities, and its services to the denomination and community. In the years that Dr. Compere has served as president the endowment has grown from \$27,000 to \$600,000 and the value of the plant from \$400,000 to \$1,600,000. In addition to completion of the gymnasium, which was already under construction, there have been several major buildings constructed since 1955: the Women's Residence Hall (1957), Huddleston Hall, Men's Residence Hall, (1961), the Science Building (1962), the Lott Fine Arts Building (1967), the College maintenance building (1971), and a group of six modern apartment duplexes for married students (1974).

On April 27, 1971 the Board of Trustees voted to change the official name of the College, deleting the word "Memorial" and confirming the name as "Clarke College." The new name now appears in the Plan of Organization and Action of the Mississippi Baptist Convention and is included in the Articles of Amendment to the College charter recorded in the office of the Secretary of State.

DIRECTORY FOR INFORMATION AND CORRESPONDENCE

1. General policies of the College -----Dr. Compere
2. General information, catalog, literature,
prospective student ----- Mr. Parnell or Mr. Vaughn
3. Academic programs or records ----- Dean Vaughn
4. Testing and guidance records-----Dean Vaughn or Mr. Hale
5. Expenses, payments, and financial arrangements
for students ----- Mr. Valentine
6. Men's housing (room assignments, keys, policies)----- Mr. Mize
7. Women's housing (room assignments, keys, policies)
Mrs. Rasmussen
8. Student aid ----- Mr. Valentine or Mr. Parnell
9. Veterans affairs -----Dean Vaughn
10. Transportation -----Mr. Valentine
11. Student disciplinary actions -----Dr. Compere or Dean Vaughn
12. Library-----Miss Boutwell
13. Use of facilities by outside groups-----Dr. Compere
14. Religious programs-----Rev. J. B. Costilow
15. Publicity and photography----- Public Information Director
16. Employment of teachers and staff----- Dr. Compere
17. Campus maintenance and custodial care--Mr.Brady or Mr. Valentine

BRIEF HISTORY OF THE COLLEGE

In the early years of the twentieth century the leaders of the General Association of Regular Baptists in East Central Mississippi felt the need for an institution of higher education in their area and began a movement toward the establishment of a school to meet that need. The idea was promoted through the Mt. Pisgah Association and other District Baptist Associations which together made up the General Association.

In 1906 the death of Rev. Nathan L. Clarke, a prominent Baptist Pastor who had been moderator of the General Association for about half a century, gave impetus to the movement for a college and a committee was appointed to study the matter and report back to the Association's next annual meeting. When the committee made its report in the fall of 1907 the General Association voted to establish the college at Newton and to name it Clarke Memorial College in memory of Rev. Nathan L. Clarke. A Board of Trustees was elected and steps taken to secure a charter for the new school. Money was raised in the various district associations to buy land and erect the necessary buildings. Rev. S. B. Culpepper was selected as the first President and served for four years. The College began its first session September 22, 1908 with three buildings, a faculty of six teachers and an enrolment of 104 students.

Despite serious financial difficulties and natural disasters, such as the fire which destroyed the men's dormitory in 1909, the College grew, reaching an enrolment of 254 in 1913. It soon became evident that more support was needed for the College than the local associations could give. In 1912 the General Association requested the Mississippi Baptist Convention to accept the College, which request was approved by the Convention in 1913. The property was transferred on April 7, 1914 to the new Board of Trustees elected by the Mississippi Baptist Convention.

Following the administration of President Culpepper, L. G. Gates served as acting President for one year and he was followed by M. O. Patterson.

Clarke operated as a senior college for eleven years, granting the B.A. and B.S. degrees, but it became a junior college in 1919 and this has been its status since that time.

From 1914 to 1930 the Mississippi Baptist Convention added much needed support to the College, but as the enrolment steadily increased, financial difficulties once again became threatening. In 1924, a disastrous fire destroyed the administration building. Many doubted that the College could recover from such a loss. But the College did recover and in 1926 earned accreditation by the Mississippi Junior College Commission, being one of the first two schools thus recognized. This accreditation took place during the presidency of H. T. McLaurin. Other Presidents, serving during the period 1914 to 1930 were R. A. Venable, Bryan Simmons, T. A. J. Beasley, John F. Carter and W. T. Lowrey.

18. Food service -----Mr. Holifield
19. Rental property of college ----- Mr. Valentine
20. Retail sales (bookstore, vending, surplus materials)--Mr. Valentine
21. Athletic scheduling ----- Mr. Mize
22. Registration-----Dean Vaughn

CHAPTER ONE

PURPOSE, ADMINISTRATION, AND ORGANIZATION

Throughout its more than sixty years of existence, Clarke College has been closely identified with the basic educational needs of people who can benefit from a college education with a Christian emphasis and who are motivated by ideals of service in various fields of human endeavor. Through curricular and extracurricular activities, the governing board, administration, and faculty conceive the purpose to be to provide opportunities for mental development, physical development, spiritual growth, and economic independence; and to encourage cultural understanding, aesthetic appreciation, effective speech, and logical thinking.

The present purpose of the institution is:

To provide at the lowest cost possible the first two years of collegiate liberal arts education and other basic courses leading to degrees and graduate study in the arts and sciences. This education is to be from the Christian perspective as set forth in the Bible and under the tutelage of active Christian instructors.

To provide a core curriculum with academic counseling which will enable the student to transfer easily and directly to other colleges and universities.

To emphasize preparation for the preaching ministry and other fields of vocational Christian service and to provide those students in these fields with sufficient knowledge and adequate skill to enable them to serve satisfactorily in churches as vocational or volunteer workers.

To provide a program of specialized education which will lead to careers in certain vocational fields.

To provide a program of continuing adult education which will enhance vocational competency, satisfy personal and social goals, and contribute to community improvement.

To offer encouragement and assistance to those students who are experiencing academic difficulty as well as to those demonstrating special abilities.

To maintain throughout the total campus life a thoroughly Christian atmosphere which will provide the environment for wholesome character development, social consciousness, and involvement in Christian and humanitarian service.

To provide opportunities for participation in athletic, cultural, recreational, religious, and social activities which will lead the student to become an intelligent, constructive, and active participant in all phases of social relationships.

To maintain a relationship with the local community which will best contribute to the total well-being of both the college and the community.

BOARD OF TRUSTEES

The membership of the Board is composed of members elected by the Mississippi Baptist Convention. There are fifteen trustees, a group of five being elected each year for a term of three years. After serving two consecutive terms or an unexpired term followed by one full term a member is ineligible for re-election until one year has elapsed.

The Board of Trustees sets the general policies of the institution, elects the President and upon his recommendation elects other administrative officers and members of the faculty and staff. To the administration the Board commits full authority and responsibility for directing the operation of the College, in accord with the policies and practices outlined in Standard Two of the College Delegate Assembly, SACS.

The Board of Trustees holds three regular meetings per year, set by the By-Laws on the third Tuesday of March, September and November. Special meetings are called as needed according to procedures set up in the By-Laws. At the November regular meeting the Board elects its officers, consisting of Chairman, Vice-Chairman, and Secretary. Also, the Chairman, with the counsel of the President, appoints the Standing Committees for the new year as follows: Instruction, Finance, Property, Building, Endowment Investments, Special Investments, and Development. The Chairmen of these committees,

with the officers of the Board, compose the Executive Committee. The Standing Committees generally function in study and planning and make their recommendations to the Board with whom the final authority rests. The Investment Committees, however, have continuing authority to act.

OFFICERS OF ADMINISTRATION

PRESIDENT

As the chief administrative officers, the President has the responsibility of directing and overseeing the entire operation of the College in accord with the policies set forth by the Board of Trustees and in accord with generally accepted methods of school administration.

The specific responsibilities of the President are as follows:

1. To direct the operation of the institution under the policies set by the Board of Trustees and to be responsible to the Board of the total operation.
2. To make regular reports to the Board of Trustees concerning the entire program of the College and to make recommendations to the Board concerning any official action deemed necessary or appropriate.
3. To work with the Business Manager and the Academic Dean in the preparation of the proposed annual budget to be studied by the Finance Committee of the Board of Trustees and presented to the entire Board for action.
4. To recommend to the Board of Trustees personnel appointments, changes, promotion, and salaries. To work with the Academic Dean in the selection of teaching personnel.
5. To encourage continuous improvement of the educational program and the quality of instruction; to work with the Dean in leading the members of the faculty to continue improving their teaching skills through further training.
6. To supervise the planning, designing and construction of all buildings and facilities.
7. To lead in a program of long-range planning and keep the personnel informed about such plans.
8. To represent the College to its constituency, principally the Baptists of Mississippi.

9. To submit reports to the Mississippi Baptist Convention, to the Education Commission, which is the coordinating body for the Convention's educational institutions and to the Baptist Associations of the state; to make recommendations to the Convention through the Education Commission and Convention Board concerning matters which call for Convention action.
10. To represent the College at meetings of educational associations and at various educational conferences.

DEAN-REGISTRAR
AND ASSISTANT TO THE PRESIDENT

The Dean-Registrar and Assistant to the President:

1. Is responsible for the instructional program of the school:
 - a. Recommends additional courses, deletion of courses, and other changes in keeping with the purposes of the institution and the needs of the students.
 - b. Studies the offerings of senior colleges in order to help the students in transferring.
 - c. Approves textbook adoptions.
 - d. Approves the purchase of instructional aids on advice of the faculty.
2. Assists the President in the selection of teaching personnel.
3. Presides over faculty meetings.
4. In cooperation with the President, appoints faculty committees.
5. Prepares schedules of classes.
6. Plans and directs registration:
 - a. Organizes the faculty to assist in counseling individual students.
 - b. Counsels with students regarding schedule changes.
 - c. Prepares student roster.
7. Assists the President in working out job descriptions for college personnel.
8. Carries out such supervisory assignments as may be made from time to time by the President.
9. Acts for the President and in his stead, when the President is away, in making essential administrative decisions, these decisions to be subject to review and approval by the President.
10. Serves as a member of the Administrative Council.
11. Serves as chairman of the Disciplinary Committee.
12. Is responsible to the President.

BUSINESS MANAGER

The Business Manager:

1. Manages all financial operations of the College including preparation of reports, conduct of financial analysis, and provision of proper controls and audits.
2. Participates with the President and the Academic Dean in preparation of the institutional budget.
3. Directs the management of the physical plant, its routine operation and maintenance; consults with other officers in the planning and designing of construction projects.
4. Is in charge of the personnel payroll, insurance and all fringe benefits.
5. Manages all purchasing and property control systems.
6. Directs the management of all auxiliary enterprise and service departments.
7. Directs all student aid programs and scholarships--Government funded and otherwise--and work scholarship programs.
8. Counsels with students in all matters of finances relating to their college obligations.
9. Serves as a member of the Administrative Council.
10. Is responsible to the President.

ADMINISTRATIVE SUPPORT STAFF

Responsibilities of Public Information Director

1. Prepare and disseminate publicity in news media.
2. Work with Director of Alumni Affairs in publishing and mailing out the Clarke Voice.
3. Develop literature for all areas of promotion.
4. Build a wide-area system of radio and TV programs.
5. Direct photography.
6. Work with annual staff.
7. Is responsible to the President.

Responsibilities of Director of Admissions and Alumni Affairs

1. Maintain communication between the College and its alumni.
2. Maintain mailing list of alumni and others of constituency.
3. Work with Public Information Director in publishing and mailing the Clarke Voice, using this medium to build up alumni interest in the College's program.
4. Direct organization of Alumni Association and area alumni groups in cities, counties and multi-county areas.
5. Work with select alumni leaders in building alumni financial support; enlist alumni in support of Annual Fund and Capital Funds Campaigns.
6. Work through alumni area representatives for recruitment of students.
7. Maintain file of prospective students, securing names from pastors and alumni.
8. Work through high school counselors in the enlistment of students.
9. Work with Financial Aids Officer, the Business Manager, in determining and awarding scholarships and grants.
10. Work with the Dean-Registrar in getting applications into process for acceptance.
11. Plan and direct Guest Day programs.
12. Is responsible to the President.

Responsibilities of the Dean of Student Affairs

1. Serves on the Administrative Council.
2. Plans and promotes a student services program and a calendar of activities.
3. Assists in the formulation of administrative policy, physical facilities planning, personnel selection, and financial support of student services and activities.
4. Evaluates and reports regularly to the President concerning the student services and activities.
5. Assists the Academic Affairs Office in the areas of testing, academic advising and counseling, orientation and registration.
6. Serves on the Admissions Committee.
7. Serves on the Student Disciplinary Committee.

8. Supervises Resident Advisors.
9. Is responsible to the President.
10. Coordinates and supervises the student services staff:
 - a. Student services staff meets regularly each month.
 - b. Areas of responsibilities include:
Resident Hall programs and personnel,
Student health services,
Religious activities,
Recreational and cultural activities,
Student governance.

ADMINISTRATIVE COUNCIL

The Administrative Council consists of the President, Dean-Registrar, Dean of Student Affairs, and Business Manager. The Council is to assist the President in decision making and to coordinate all facets of the College administration. The Council meets regularly in order that each member will be aware of what is transpiring in the other areas of the College. It is acceptable practice for the Council to invite faculty and staff members to discuss with them matters of interest.

Duties and Responsibilities of General Office Workers

1. One person in each of the following offices will be designated as secretary:
 - a. Office of the President (Secretary-Receptionist)
 - b. Office of Academic Affairs (Secretary-Assistant Registrar)
 - c. Office of Business Affairs (Secretary-Cashier)

The secretary of each office is expected to fulfill the duties of her particular office:

- a. Handling routine correspondence
 - b. Directing communication
 - c. Using all office equipment, including duplicating equipment when assigned personnel are not available
 - d. Making routine decisions when needed
 - e. Supervising other assigned personnel
2. Other general office personnel will be designated as clerk/typist or bookkeeper according to assigned tasks.

3. All general office personnel are expected to:

- a. Maintain scheduled office hours.
- b. Perform assigned tasks.
- c. Be responsible to immediate supervisors.
- d. Maintain confidentiality of official information within each respective office.

CHAPTER TWO -- Part I

Academic Policies and Procedures

Faculty members should study the "Academic Policies" as printed in the College catalog. The following information is supplementary.

CLASS ATTENDANCE

Absences from any class are recorded accurately by the classroom teacher. Well-planned, well-prepared, enthusiastically presented subject matter and an interest in the student will go far toward holding class absences to a minimum.

The classroom teacher is responsible for recording attendance at every class meeting. The classroom teacher will determine whether an absence is excused or unexcused according to lists published by the Academic Dean. When the number of absences, excused or unexcused, equals four times the class periods per week, the student will be dropped from the course with a grade of FA. Emergency and excused absence lists will be posted near the faculty mail boxes in the academic office. When a student has used his "allowable absences," the instructor is expected to report the student's name and academic status to the Academic Dean.

The classroom teacher is required to reduce semester grades for excessive absenteeism. For a faculty member using a numerical grading

system, the catalog policy is used. For a faculty member using the academic letter system, the semester grade will be reduced by one letter grade for each three unexcused absences beyond allowables. It is essential that students be informed by the instructor concerning the type of grading system used and how attendance affects the grade. In the event administrative action by the Academic Dean is required, the letter grade system will be used.

EVALUATION OF STUDENT PERFORMANCE

Continuing student evaluation is an educational concept which places responsibility upon the instructor to evaluate the student's progress within the framework of the course objectives. The methodology by which such an evaluation is made is to be determined by the nature of the course and communicated to the student as part of the introduction to the course, unit, or lesson. The student has the right to receive an evaluation at any point within the course and the instructor has the responsibility to give an evaluation to the student.

Formal check points of the student's progress within a course include the mid-term grade and the final grade. It shall be the responsibility of the instructor to report student progress in the accepted "grade" format. The formal grade report will be given to the student or to the parent/guardian depending upon the level of grades earned. Grades of D or less will cause a grade report to be sent to the student's parents/guardians at mid-term. All final grade reports will be sent to the student's parents/guardians.

Whether or not the student has been given final grades does not remove responsibility from the instructor for utilization of the final class periods. The student has the right to appeal any grade or any course hours lost because of teacher failure to show. On the other hand, the instructor has the responsibility of requiring the student to make up assignments missed during any student absence. The last day of the fall semester and the day preceding commencement may be utilized as class free days for the purpose of completing and turning in semester grades. These days may also be utilized for student-faculty conferences.

GRADES

A = Superior; B = Excellent; C = Average; D = Below Average;

I = Incomplete; F = Failure; FA = Failure due to absences;

X = Recycle--objectives of course not reached.

No arithmetic distribution is set.

If the teacher has doubts about a grade, consider all aspects of the student and his performance. In the case of required work not completed, give the student an "I." This allows the student some extra time and places the responsibility for an "F" directly upon him. If the student does nothing about an "I" given at the end of a semester, the grade becomes an "F" after 30 days of the next semester have elapsed. If the student does complete his work during the period allowed, an "I" is easily changed on the permanent records. "X" is used for independent courses primarily. However, a regular course that crosses any mid-term or final grading point where a mark of "I" or a grade is not appropriate may receive the "X" mark.

It is sincerely hoped that each instructor will examine carefully the grades given. A "D" will not transfer to some senior colleges. In addition, the cumulative average here and in almost all senior colleges is figured on hours attempted, not hours passed. In simple terms, this means that for every "D" on a student's record there must be a "B" on the same number of hours; for every "F," there must be two "B's" or one "A." Most students can make "C's." They may, however, have difficulty making a "B" or "A" to pull up a "D" or "F" so that their cumulative average will be a "C."

Grades at mid-term and at the end of the semester should be in the Registrar's Office within 48 hours following the mid-term or final examination in each section. The instructor should turn in the grades for each section as soon as the averages are completed. Grades must be mailed to parents within five (5) days following the end of a grading period.

MID-TERM REPORTS

Each instructor may use his own method of evaluating students at mid-term. A report will be made on each student who participates in the class through the mid-term examination. No grade will be made on any student who has been dropped or withdrawn officially prior to mid-term.

These reports do not become a part of the student's permanent record. Copies of grade reports are sent to parents/guardians when grades are "D" or "F."

Each faculty member should make an effort to have a personal

conference with each student to discuss grades, test scores, and general work in the class.

QUALITY POINT AVERAGES AND HONOR ROLLS

See College Catalog.

READING, PROJECTS, TERM PAPERS

Faculty members frequently agree that students fail to see the purpose in outside reading and projects unless the students receive assistance beyond a reading list. Instructors should give their students outside reading and special projects, but the students should be advised about the work. Students should not be allowed to postpone making reports. Regular checks on library assignments should be made throughout the semester. Instructors should not make specific reading assignments in any book or periodical unless they themselves have read the material. Faculty members are expected to make use of the library and keep abreast of all materials available in the library. There is a direct correlation between the productive library work of students and the use of the library by instructors. Faculty members should familiarize themselves with the style manual adopted by the College faculty.

All major projects, such as term papers, reading reports, and make-up tests, should be completed two weeks prior to the final examination week. No teacher should assign due dates for work during examination week. The week prior to examinations is not, however, a vacation. Instructors may present new material to be covered on the examination and continue daily assignments. Students are expected to begin their preparation for final examinations.

TESTING AND FINAL EXAMINATIONS

Instructors should make every effort to work with the student at the student's level. It is poor teaching when the teacher tries to set one standard for all. Our students with superior native ability are frequently lost. Are the instructors planning carefully for the needs of the individual? The instructor needs to be aware of opportunities to motivate and challenge the superior student. The instructor is expected to use his own techniques and knowledge to motivate students. He should not feel that he must follow someone else's technique. He must feel free to try his own. The Academic Dean will discuss basic requirements and policies of the College, but the instructor is free as a teacher to teach as an individual. Standardized tests in subject fields may given from time to time. It is imperative to remember that Clarke students are only first and second year college students. They are not graduate students.

Frequently students are not tested often enough during a semester. Consequently, they must struggle with large blocks of material which have little internal unity. It seems reasonable that students should be tested 4-6 times during a semester, according to the technicality of the material, and that an instructor should have 6-8 major grades for each student at the conclusion of the course.

Written examinations covering all material in the course should be given at the end of each semester. Final examinations should count no more than 25% of the student's final grade.

MAKE-UP EXAMINATIONS

Examination permits issued by the Academic Dean are conditioned by the following policy:

The student who must miss a scheduled examination for reasons beyond his control may, upon approval by the Academic Dean, be given an alternate examination. A fee of \$1.00 must be paid to the Business Office prior to the make-up examination. (Student Handbook, p. 12.)

Interpretation of the policy:

A scheduled examination must be an announced examination. The examination must be a criterion test or examination covering a major instructional unit or phase within the course, including mid-term or final progress.

Daily tests or "pop" tests will not be included within this policy. It is suggested that the instructor either give a low-value penalty for tests missed or that he assign low-value bonus scores to those students who pass such daily or "pop" tests.

In any event, it behooves the instructor to set forth in masse or individually the criterion by which he plans to score, grade, and evaluate or assess student progress.

DROPPING AND ADDING COURSES

A student may add a new course at any time within the first two weeks of a semester and receive full credit, provided he has permission from the Academic Dean and provided he makes up the work to the satisfaction of the instructor. No student can receive credit for a course unless he is officially registered for the course.

Students may withdraw from courses according to the following schedule. From the beginning of the third week through the mid-term, a student who drops a course receives what he is earning at that time: WP (withdrawal, passing) if he is passing the course, or WF (withdrawal,

failing) if he is failing the course. Should a student drop a course at any time without official approval from the Academic Dean, he will receive an "F."

With academic advising and approval of the Academic Dean, qualified students may substitute other courses (independent study) or credit (validated by experience or examination).

THE CLASS PERIOD AND CLASSROOM

All classes are expected to meet according to the official schedule. Under no conditions should a teacher change. If necessary to accomplish the purpose of the class, such as a field trip, it must be cleared in advance with the Academic Dean. Any circumstances which necessitate an instructor's absence from a class meeting, such as illness, must be cleared with the Academic Dean and arrangements made to cover the class.

The instructor must not dismiss any class early. Instructors should plan for and use all of the class time scheduled. Early dismissals disturb other classes and reflect poor planning on the part of the instructor. Bells are set to allow 10 (or 15) minutes between classes.

Class schedules will be shortened on special occasions.

FACULTY ADVISING

During the year each faculty member will have an opportunity to work closely with individual students and student groups. The faculty advisor will meet with his advisees regularly. Student organizations

may hold their meetings in rooms assigned by the Academic Dean. No advisor will ever have a greater opportunity to work for the best that is in each young person than serving as an advisor to a group or to an individual assigned to him.

CURRICULUM DEVELOPMENT

The Academic Dean with assistance of the faculty shall continue to examine and evaluate the existing curriculum as it pertains to the purposes of the institution, the expressed interest of students, and the transferability of course credit to other institutions. Recommendations concerning changes in curriculum may be addressed to the Faculty Curriculum Committee for study and referral to the entire faculty for discussion and approval. Major changes which may need Trustee consideration will be submitted to the Instruction Committee of the Trustees for counsel and approval or to the Board of Trustees.

CHAPTER TWO -- Part II

Instructional Support

BOOKS, BOOKSTORE, AND SUPPLIES

All books and materials used by students, except experimental materials for laboratories, are to be ORDERED AND SOLD through the bookstore. Requisitions for all current books, supplies, etc. are to be presented to the Business Manager. No faculty or staff member can charge books to the College account.

Faculty members should deplete a supply of books before making a change in texts. If a change in text is made, the Academic Dean will refer approved change to the Business Manager. It is the instructor's responsibility to furnish the title, author, publisher, and address for books or materials to be ordered. The request will not be honored if very many texts are still on the bookstore shelves. Instructors are urged to check on the supply in the bookstore before discussing any change. Faculty members should present textbook selections to the Business Manager not later than May 1 each year. Each course must have a basic text to be used by all sections. (For example: All English 101 sections will use the same basic text.)

Instructors should not hesitate to ask for teaching supplies if they are needed. However, instructors should use what is requested. Capital

items will be bought as often as money is available. Requests for capital items (equipment, etc.) should be made to the Academic Dean's office by the faculty member. Teachers should not request teaching supplies from the bookstore. Requisitions will be made at the Business Office by the faculty member.

The instructor's desk copy of a textbook should be ordered directly from the publisher. Book companies will be happy to supply a complimentary copy.

Instructors are not to ask to have items in the bookstore charged to them personally. The College does not supply paper, pencils, pens, paper clips, etc. for individual teachers.

DUPLICATING OR PRINTING SERVICES

Duplication by photocopy, mimeograph, ditto, or use of the stencil cutting equipment is by FEE only. The service is by schedule and on a cash or cost assignment basis. No unauthorized personnel will be allowed to operate the equipment.

VISUAL AIDS EQUIPMENT

Equipment is to be checked out from the library and returned immediately after use. There are movie projectors, film strip projectors, tape recorders/players, and record players available. In the library is a catalog of free films, film strips, materials, etc.

LIBRARY BOOKS

All library books will be ordered by the Librarian. A large order

should be placed in early September so that maximum use can be made of library funds expended during the year. Request cards for teachers are available upon request to the Librarian.

Instructors are reminded that this is a junior college. Specialized books of senior or graduate school level are not to be requested.

COURSE SYLLABI

Each faculty member is asked to prepare syllabi or outlines for courses taught. Each teacher is expected to keep on file in the Academic Dean's office a current, brief syllabus for each course he teaches. This should include a statement of course objectives, method and procedures, resources used, and methods of evaluating student progress and course effectiveness.

When a course is reorganized, or significant changes are made in presentation, a new syllabus should be filed. Each instructor should prepare his own outline--not try to find one already worked out. If more than one teacher instructs a course (Example: English 201) then the specific instructors should develop a curriculum guide to be utilized for all sections of the course.

Occasionally, instructors like to offer seminars or courses in high-interest areas. Proposals requesting academic credit for such offering must be filed in advance with the Academic Dean. The proposal should include a content outline showing topics to be covered and a statement regarding a class meeting and class procedure. Course work of this nature lasts for one semester only unless the content necessitates

an extension. Care should be taken to assure the course work to be transferable to senior colleges or be clearly stated as terminal work.

STUDENT ASSISTANTS, SECRETARIAL HELP

Academic student assistance allotments will be on the following basis:

1. Assistant work will be designated by the Academic Dean.
2. A number of assistants will be hired to assist
 - a. in the College library;
 - b. in the academic office;
 - c. in the science laboratories;
 - d. in athletic-recreation activities;
 - e. in division offices.

Other student assistants will be placed in various administrative offices as well as maintenance, housing, and food services. Each student assistant will have an immediate supervisor who will:

1. assign duties;
2. keep accurate record of work time;
3. turn work time into the Business Office on Tuesday of each week;
4. instruct the worker in policies as printed in College catalog and other announcements by the administration;
5. cooperate with the administration in special task projects requiring joint efforts of student assistants.

The College provides some secretarial help for teachers for their academic work--course outlines, syllabi, test questions, etc. All such material should be channeled through designated division offices and should be turned in at least two days before it is needed. If the teacher prepares his own stencils or ditto master sheets, the copy may be turned in one day before it is needed. The College is unable to provide secretarial help for private or personal correspondence.

CHAPTER TWO -- PART III

Faculty Rights, Responsibilities and Remuneration

A Clarke College faculty member has the right to expect the following employment conditions:

TERMS OF FACULTY EMPLOYMENT

All faculty already employed shall be given appointments upon recommendation of the College President and approval of the Board of Trustees. Such annual appointments should be given annually, no later than a date forty-five days prior to the closing date of the spring semester. Such appointments can be of the following categories:

SPECIAL STATUS

Temporary appointment. This is an appointment, part-time or full-time, to meet a specific instructional need on a short-term basis, generally not exceeding one year. Such appointment may be made by the administration without immediate trustee action, and such time served does not count toward tenure.

REGULAR STATUS

Term appointment. This is an appointment, full-time or part-time (50% or more), of a teacher who has met minimum qualifications (master's degree in the instruction area), does not hold tenure, and is being evaluated on the basis of professional qualifications

by the administration. At the end of a probationary period of five years, the faculty member either receives academic tenure or is not reappointed.

Appointment with tenure. This is an appointment, full-time or part-time (50% or more), given to a qualified (master's degree in teaching area) instructor who has fulfilled the five-year probationary period with administrative approval. It may also be given to any qualified (master's degree plus 30 or more semester hours in the teaching area) faculty member who has completed a three-year probationary period.

STATEMENT OF TENURE

Faculty tenure, defined herewith as the security of continuing employment, is conditioned upon the competency of the individual, the ability of the College to utilize the instructor in the position concerned, and affirmation by the Board of Trustees. Any appointment, either with academic tenure or during a term appointment, could be terminated on the basis of ADEQUATE CAUSE.

DEFINITION OF TERM, ADEQUATE CAUSE

The term, adequate cause, refers especially to demonstrated incompetency or dishonesty in teaching or research, to substantial and manifested neglect of duty, and to personal conduct which substantially impairs the individual's fulfillment of his instructional responsibilities. Dismissal for adequate cause is not to be confused with non-reappointment or non-renewal.

DESCRIPTION OF ACADEMIC GRIEVANCE PROCEDURE

This is the procedure whereby a faculty member may seek review of a personnel matter he has defined as grievable. The first course of action would be an informal appeal to his immediate supervisor, division chairman, or academic dean. From this point it becomes more formal, culminating in a final administrative decision by the College President and/or the instructional committee of the Board of Trustees.

STATEMENT OF ACADEMIC FREEDOM AND RESPONSIBILITY

The administration acknowledges and freely grants those who teach at Clarke College freedom to follow their quest for truth and to interpret such evidence as may be proved factual in their respective fields of academic competency to the students in our institution. We seek to restrict no one in what he believes. We do reserve the right to employ and support those who seek to build up the concept of life which we believe is vital for Christian democracy. Each faculty member is expected to read the digest of The Baptist Faith and Message. If a teacher comes to hold a point of view so seriously out of harmony with the basic objectives and convictions of our supporting constituency that he resists and criticizes the same, such a teacher will be obligated to secure employment in an institution where he may enjoy his freedom with honor without adversely affecting the welfare of the College.

STATEMENT OF FACULTY OBLIGATIONS

A faculty member in a present-day college or university carries a wide range of specific responsibilities--to students, professional colleagues, and to the institution where he is employed. While the following summary should not be considered as all inclusive, there seem to be substantial reasons for including the following items in any checklist of faculty obligations:

STUDENT-RELATED RESPONSIBILITIES

1. Responsibility to deal seriously and conscientiously with the teaching assignment, including careful planning of courses, preparation of lectures, regularity in meeting scheduled classes, clearly informing students of course requirements, and fair and impartial grading according to standards established by the institution.

2. Recognition that students deserve respect as individuals and have certain rights that must be protected. This encompasses an active interest in individual academic and personal problems of students, the giving of mature professional advice, courteous treatment of students in class, and keeping in confidence personal information about students which may come to the faculty member's attention in his role as counselor.

3. Recognition that the faculty member serves as a model and exercises a great influence in shaping young minds. This being true, he must try to set a high standard in: Academic and scholarly excellence; personal integrity; and professional ethics.

4. Recognition that in his influential classroom role he is morally bound not to take advantage of his position by repeatedly introducing into his classes discussions of subject matter outside the scope of the course and not within his field of professional competence.

PROFESSIONAL RESPONSIBILITIES

5. Special responsibility to keep up to date with developing knowledge in his academic discipline through familiarity with recent publications and journals and participation in local or national professional societies and meetings where appropriate.

6. Responsibility to seek ways of improving his effectiveness as a teacher, exploring new ways of presenting academic subject matter, motivating students, and improving methods of evaluating student performance.

7. Responsibility to advance knowledge in his academic discipline through individual research, creative writing and analysis, and presenting papers at colloquiums or professional meetings.

8. Responsibility to assist faculty colleagues in academic activities including:

Contributing to curriculum studies at both the divisional and college levels;

Participating in divisional and faculty meetings for the better operation and strengthening of the educational program of the institution;

Carrying a fair share of the burden of special faculty committee assignments, including participation in such bodies as curriculum committees and commencement committees as well as sharing in joint faculty responsibilities such as registration counseling and examination proctoring.

9. Responsibility to demonstrate respect for the right of others in the college community to hold divergent opinions, including other faculty members, students, and administrators.

INSTITUTIONAL RESPONSIBILITIES

It is reasonable for an employing institution to expect that a faculty member will:

10. Conscientiously fulfill all the contractual obligations for the period of time agreed and that he will give the institution reasonable notice when resigning to accept another position.

11. Make conscientious use of the funds, equipment, and materials entrusted to his care, such as those allocated to budgets of academic programs or special projects.

12. Make every effort to avoid professional and personal actions which may cause economic loss or legal embarrassment to his institution.

13. Without specific permission, avoid use of college resources, equipment, or labor for his own personal gain in consulting projects in which he may be interested.

14. Give reasonable support to general institutional activities by participating as a faculty representative at meetings such as convocations, commencement exercises, and honors day assemblies.

15. Commit himself to a reasonable amount of service on college committees such as faculty committees, committees on

student discipline, and library or other committee appointments.

16. In making public statement of his views, indicate clearly that he does not speak as a representative of the College but as an independent scholar and citizen.

17. Will not accept any outside work or enroll in educational programs which in any way interfere with his obligation to the College or with the discharge of duties normally expected of him by the College.

DEFINITION OF TEACHING LOAD

The normal teaching load is 15 to 18 academic hours per semester (23 to 27 music contact hours). A teacher teaching 15 academic hours per week and engaging in assigned academic and institutional support activities is considered to have a full load. The number of students taught, the number of class preparations required, and the instructional mode will be considered in assigning course load.

POLICY CONCERNING OFFICE HOURS

FACULTY--The faculty member should post on his classroom or office door his class schedule and the hours when he will be in his office for student conferences. It is not unreasonable to expect classroom teachers to be on the campus a minimum of thirty hours per week. A college that professes a personal interest in students can only accomplish this through a faculty being available for consultation. Part-time teachers can adjust their schedules accordingly.

POLICY CONCERNING ABSENCES

CLASS ABSENCES--It is expected that no faculty member will plan to be absent for an entire week on any activity not directly connected with the work of the College. A teacher who finds it necessary to be absent from any class will file with the academic dean a schedule indicating the disposition which will be made of each class during the anticipated absence. This schedule should be approved by the dean in advance and filed at least one week prior to the absence. In the event of an emergency, the teacher should call the Office of Academic Affairs, as early as possible, so that some arrangement can be made for each class.

POLICY CONCERNING FACULTY ATTENDANCE

FACULTY MEETING--Faculty meetings provide us with our only opportunities to plan together and receive information relative to the operation of our total college program. At the beginning of each semester, members of the faculty and administration come together in conference and/or workshop.

Regular meetings will be held on the first Wednesday of each month at 3:00 P.M. in the Science Building. Faculty meetings take precedence over all other meetings. Institutional and personal schedules should be arranged to avoid conflicts. Everyone is expected to be present. Times of the meetings may be changed by the President.

COMMITTEE WORK--Some faculty and staff members will be appointed to serve on institutional committees.

POLICY CONCERNING OUTSIDE EMPLOYMENT

The attention of the faculty member is called to a statement on page 13 of STANDARDS FOR COLLEGES, Southern Association of Colleges and Schools: "The institution should have suitable policies to protect against the assumption of outside responsibilities by the faculty member which might cause encroachments upon either the quality or quantity of work he is employed to perform by the institution." It is assumed that a faculty member employed on a full-time basis will not accept any outside work or enroll in educational programs which will in any way interfere with his obligation to the College or with the discharge of duties normally expected of him. Any additional employment by faculty members should be registered with the academic dean.

FACULTY PARTICIPATION IN SOCIAL AND CULTURAL EVENTS

Faculty members are expected to promote attendance at banquets, plays, recitals, athletic events, and church activities. It is hoped that everyone will do all he possibly can to make attendance at the programs attractive. Husbands and wives of faculty and staff are cordially invited to all social and cultural affairs of the College.

FINANCIAL REMUNERATION

For services rendered the instructional staff of the College can expect certain salaries and fringe benefits. For a review of past schedules an interested party may refer to CLARKE COLLEGE COMPREHENSIVE SELF-STUDY, 1974 to 1976.

Salaries are paid to the managerial and professional persons in the form of a base salary computed on a time period. The method of payment is fifty-two (52) weekly installments, or following release from employment other payment methods may be initiated.

BASE SALARY FOR INSTRUCTORS--Nine months--August 15 to May 15--for the various levels of academic preparation, as follows:

- Level I. Doctor's degree in teaching area
- Level II. Master's degree plus 60 semester hours of graduate work in teaching area
- Level III. Master's degree plus 30 semester hours* of graduate work in teaching area
- Level IV. Master's degree in teaching area**

TEACHING EXPERIENCE INCREMENT--Teaching increment added to annual salary base:

*Base salary level for two Master's degrees held by an individual in the assigned fields of study.

**For those below the Master's degree, there is a deduction from the base salary (\$500.00 for Bachelor's degree plus 18 semester hours in area of teaching assignment, or \$1,000.00 for Bachelor's degree in teaching area). Fringe benefits will be subject to administrative option.

\$150.00 for each year teaching at Clarke up to a maximum of five years.

Up to three years teaching in another college or secondary school to be recognized toward the maximum of five years salary increment.

ADMINISTRATIVE OPTION--In order to fill various part-time and full-time positions within the organization, the administration may custom-tailor compensation packages to individual employees on one of the following patterns:

- 1) Non-scheduled salary without fringe benefits
- 2) Assigned duties and responsibilities other than teaching
- 3) Supplemental salary for additionally assigned duties and responsibilities

RETIREMENT BENEFITS--The College pays what amounts to five percent (5%) of the salary on a retirement plan with the Southern Baptist Annuity Board. The faculty member, at his option, may match this amount or have any amount withheld from his salary (maximum set by law) and deposited with the Annuity Board to provide an additional tax-sheltered Annuity fund--but is not required to do so. The College recognizes the vested right of the employee in retirement funds set aside by the College and grants to the employee the right to withdraw retirement funds upon termination of employment. However, tax liability remains with the employee. The College also participates in the Federal Social Security program, the Old Age Survivors and Disability Insurance, for those employees

who are eligible. The employee pays 50% of the total amount contributed by means of a payroll tax deduction. However, the law requires that those persons having "self-employed" status must pay their own contributions.

The normal retirement age for faculty members is sixty-five (65). An individual is normally expected to retire at the end of the school session following his sixty-fifth birthday. A teacher above the age of sixty-five may be employed according to special need on a year-to-year basis through the school year in which he reaches age seventy (70). After he reaches age seventy he may be employed on a part-time basis.

INSURANCE BENEFITS

The College provides fifty percent (50%) of the premium for term life insurance with Teacher's Insurance Annuity Association (TIAA). Also, the College provides payroll deduction services for Protective Life Insurance as well as health and accident insurance with Colonial Life and Accident Insurance Company, both of which give the employee the advantages of paying premiums at a group rate.

The College provides a specific amount of monies toward premiums for medical and hospitalization insurance for faculty members, administrative officers, and qualified administrative and institutional support staff members.

DEPENDENTS' GRANTS-IN-AID

Grants-in-aid are awarded to wives and dependent children of faculty and salaried staff. Wives and dependent children may receive grants-in-aid equal to fifty percent (50%) of the tuition charge, provided they enroll for a minimum of 12 semester hours.

HOLIDAYS

The faculty and staff are afforded certain days as holidays from work responsibilities throughout the year. Academic holidays, however, are not always staff holidays. The number and dates of such holidays may vary according to the academic schedule.

VACATIONS

Those persons who are employed on a twelve-month basis are entitled to a two-week vacation. Vacation time should be so planned that there will be the least interference with one's work or responsibilities. General office personnel are given the equivalent of two weeks vacation each year (one week during the Christmas season; the other week during June or July).

EDUCATIONAL REIMBURSEMENTS

The College encourages each teacher to maintain membership in professional organizations in his teaching field. Instructors should attend meetings of these organizations but should avoid excessive absences from classes in so doing. The College will cover travel

expenses for such trips but there is a budget limit for this matter. Proposed trips should be cleared in advance through the Academic Dean and the President. The College will pay at least fifty percent (50%) of the dues --not to exceed Ten Dollars (\$10.00) --for a state teachers professional association.

The College expects each teacher to broaden his or her professional experience through continuing graduate study. This study may be in the form of in-service training and/or continuing graduate education.

IN-SERVICE TRAINING--Special workshop conferences will be held periodically for credit/non-credit. All faculty will be eligible to attend. Faculty may be requested to share in tuition when credit is earned.

CONTINUING GRADUATE EDUCATION--The College will share in the cost of continuing graduate education for faculty members in the amount of Thirty Dollars (\$30.00) per semester hour or Twenty Dollars (\$20.00) per quarter hour of credit earned, up to a maximum of One Hundred Eighty Dollars (\$180.00) per year, provided:

- 1) the instructor has the Master's degree.
- 2) the proposed course work is beyond degree held.
- 3) the proposed course work is in the instructor's teaching field or a field requested by Clarke College.
- 4) the institution attended offers the advanced degree.
- 5) for each three semester hours credit or four and one-half quarter hours credit awarded an allowance, a prior semester of full-time service is required to establish eligibility. A further requirement is that one semester of service to the College is expected following the award.

- 6) the application is approved by the Dean and the President prior to enrolment in the course work.
- 7) prior to payment of the College's share in the cost of this graduate work an official transcript of the credit earned must be turned in to the Academic Affairs Office.

Assistance may be allowed to accumulate for a maximum of four semesters.

CHAPTER TWO -- Part IV

Financial and Logistical Information

FINANCIAL AND LOGISTICAL POLICIES AND PROCEDURES

TRANSPORTATION AND TRAVEL

Where transportation on college business is authorized, the Business Office makes necessary arrangements. Since the College reserves the right to provide transportation or to authorize reimbursement, it is necessary that this be cleared before a trip is made.

HONORARIUMS

Students and student groups representing the College shall report any honorariums paid for their performances. These monies will be placed into the student activities account. Honorariums paid by the College to guest speakers, performers, and other contracted persons must be approved by the administration prior to performance of such persons. As a general rule, checks should be drawn and presented at the time of performance or at such time as agreed upon by both parties.

PURCHASES

Purchases are made only by authorized personnel. At any time a person is authorized to purchase, he should be sure that the invoice, bill, or other identifying papers are given to him at the time of the purchase and brought to the Business Office. The person making the purchase should sign the firm's ticket even if not requested to do so.

BANK ACCOUNTS AND SPECIAL FUNDS

Authorization by the College administration through the Business Office must be secured for the establishment and maintenance of any bank account or special fund account involving any financial transaction of College activities.

INVOICES

All invoices, packing slips, or identifying papers received in packages sent directly to an individual should be signed and taken to the Business Office.

INSTRUCTIONAL SUPPLIES

Those which are used in the daily routine of teaching are secured in the Business Office.

INSTRUCTIONAL EQUIPMENT

A special instructional item or instructional equipment should be requested in sufficient time to have it available for use. Whenever possible, these will be provided.

PRINTED FORMS

A printed form especially designed or used by a particular division is not stocked. It is incumbent upon the individual or division using it to see that sufficient stock is kept on hand. When placing a request for printing, the requisition should be accompanied by a copy of the form with such changes noted as are necessary.

PAY PERIODS

For administrative and instructional personnel, checks will be available on Friday of each week.

INSURANCE

Insurance coverage is not automatic--it must be requested. It is the responsibility of the insured to have the papers executed which are to cover an insurance claim. These are to be secured from the Business Office and returned to that office when they are completed.

BOOKS

Desk copies of books used in the classes are available to the teacher who must order them over his signature from the publisher.

STUDENT INSTRUCTIONAL SUPPLIES

Items which the instructor wishes the bookstore to stock for his students must be requested several weeks in advance. It is hoped that each instructor will acquaint himself with the stock

maintained which is adaptable to his area of work. Attempts have been made to stock additional learning aids in almost every area of study. The instructor's suggestions as to additional items needed will be appreciated.

RENT

Rent for college-owned property is payable in advance on the first of each month.

TOOLS AND EQUIPMENT

The Maintenance Division is equipped with only enough tools to do its work. No one should ask to borrow these. Some equipment of this division can be rented. This, however, is only available at the convenience of the division and its work schedule.

STUDENT PAYMENTS

So that the instructor may understand and advise with his group, the policy of student payments is outlined in the catalog.

DUPLICATING OR PRINTING

Use of College equipment and services is by schedule and on a cash or cost assignment basis. This will be cash for personal use and cost assignment for college area of responsibility.

STUDENT CHARGES

Check the current catalog for information.

Check with Business Manager.

FIELD TRIPS OR OTHER EXCURSIONS

Field trips may fall into one of several categories:

A. Field trips of an institutional support nature--as a required activity listed in the catalog or in an approved program. Such activities include touring choir, varsity athletic teams, and other officially designated groups. The College assumes transportation costs when monies are budgeted and allocated for such trips.

B. Field trips of an instructional support nature--as a planned and added activity within course objectives. Such activities include Religious Education field trip, Music History and Literature concert trips, and other officially approved trips. The College will provide the van and the sponsoring group will be charged a flat rate of 12¢ per mile, or a set fee.

C. Field trips of a student services nature--as planned and sponsored within the area of student activities. Such activities include recreational and cultural experiences such as student organization trips and other excursions by members of the College community. The College will provide the van and the sponsoring group will be charged a flat rate of 15¢ per mile.

Use of the College van by groups other than members of the College community. The College reserves the right to refuse use to anyone including members of the College community. The College also reserves the right to charge a set fee according to economic conditions.

Food and housing allowances will be provided for an approved roster in Category A only.

CLARKE COLLEGE
FACULTY AND STAFF DIRECTORY
1976-77

Adams, Clark -----	303 College Street -----	683-2433
Adams, Mrs. Clark		
Ball, Mrs. Jewel -----	120 Highway 80 East -----	2044
Bounds, Mrs. Betty C. ----	98 Pinecrest Drive -----	6638
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Brady, Albert -----	301 Simmons Blvd. -----	3244
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Compere, Dr. W. L. -----	P.O. Box 440 -----	2244
Costilow, J. B. -----	105 College Street -----	2029
Csaszar, Miss Barbara ----	Cork Avenue -----	6526
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Melton, Mrs. C. H.		
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Mize, Mark H. -----	313 College Street -----	3741
Myers, Dr. Mary Jayne ----	401 Simmons Blvd. -----	6470
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Rasmussen, Mrs. Vivian ---	309 College Street -----	3771
Speed, Mrs. Fred -----	106 Bingham -----	3910
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Valentine, D. Herbert ----	108 Francis Avenue -----	2320
Valentine, Mrs. D. Herbert		
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Vaughn, Mrs. Victor R.		
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Williams, Mrs. Juanita ---	Box 124 -----	2784